

**MAYWOOD PLANNING BOARD  
MINUTES  
June 1, 2023**

A regular meeting of the Maywood Planning Board was held on Thursday, June 1, 2023 in the Council Chambers of the Maywood Municipal Building, 15 Park Avenue, Maywood, New Jersey at 7:30pm. “This Meeting was called pursuant to the provisions of the Open Public Meetings Act. Notice of this meeting was published in the Our Town and The Record newspapers on or about November 10, 2022. In addition, copies of this notice were posted on the bulletin board in the Maywood Municipal Building at 15 Park Avenue, filed with the Borough Clerk and distributed to all persons, if any, requesting copies of same pursuant to said act. This meeting is being recorded with both audio and video and may be rebroadcast. This meeting is a judicial proceeding, any questions or comments must be limited to the issues that are relevant to what the Board may legally consider in reaching a decision and decorum appropriate to a judicial hearing must be maintained at all times.”

**Flag Salute**

**Call to Order**

The meeting was called to order at 7:30pm with the following members present: Chairperson Charlotte Panny, Vice Chairperson Anthony Klymenko, Harry Hillenius, Douglas Herrick, Derek Eisenberg, Thomas Anzevino and Rick DeHeer. Board Attorney Kara Kaczynski and Board Engineer Gregory Polyniak were also present.

**Approval of Minutes**

Rick DeHeer made a motion to accept the minutes from the May 4, 2023 meeting. Thomas Anzevino seconded the motion. All eligible members present voted in favor of the motion.

**Bills**

Derek Eisenberg made a motion to accept payment of the bills. Rick DeHeer seconded the motion. All eligible members present voted in favor of the motion.

**Correspondence**

1. 5/10/23 letter from Kevin P. Kelly Re: TRB Associates 145 West Passaic Street Waiver Request
2. 5/11/23 letter from Board Engineer Gregory J. Polyniak Re: Kine Buds Maywood, LLC 113 East Passaic Street Completeness & Engineering Review
3. 5/16/23 letter from Board Engineer Gregory J. Polyniak Re: 217 Realty, LLC 217 Hergesell Avenue Resolution Compliance Review
4. 5/19/23 letter from Board Engineer Gregory J. Polyniak Re: TRB Associates 145 West Passaic Street Revised Completeness, Planning & Engineering Review
5. 5/22/22 Adopted Borough Resolution #120-23 Updating the Housing Element & Fair Share Plan
6. 5/22/22 Adopted Borough Ordinance #6-23 Amending Chapter 209 Land Use Specifically Section 209-35 RC Restricted Commercial Business District and Section 209-39B (5) Garages and Off-Street Parking
7. 5/22/22 Adopted Borough Ordinance #7-23 Amending Chapter 209 Land Use Specifically Section 209-38.3 THO Townhouse Use Overlay District and Adding Section 209-38.6 Townhouse Use Overlay-2 District, Section 209.38.7 Townhouse Use Overlay-3 District and Section 209-39B (9) Parking Requirements for All THO Districts
8. 5/22/22 Adopted Borough Ordinance #8-23 Adding Chapter 211 Affordable Housing



- b. Board Attorney Kara Kaczynski confirmed that this zoning map updates and amends the existing zoning map
    - i. She then explained that the Mayor and Council will introduce and adopt an ordinance amendment for the updated zoning map and is seeking the Board's recommendation that it is consistent with the Borough Master Plan and zoning ordinance
    - ii. Board Engineer Polyniak, in his capacity as a professional planner, stated that the updated map is consistent with the Borough Master Plan and zoning ordinance and is required
  - c. Board Attorney Kaczynski invited the Board to comment on the updated zoning map
    - i. Derek Eisenberg confirmed that the updated map will be digital and will have the ability to layer map overlays based on various criteria
    - ii. With no further comments, Board Attorney Kaczynski advised that she will prepare a resolution that the Board has found the updated zoning map consistent with the Borough Master Plan and zoning ordinance with no additional recommendations
      - 1. Douglas Herrick made a motion that the updated zoning map is consistent with the Borough Master Plan and zoning ordinance
      - 2. Derek Eisenberg seconded the motion
      - 3. All eligible members present voted in favor of the motion
2. Amended Application, Checklist and Fee Schedule
- i. Board Attorney Kaczynski provided the fee schedules for local municipalities and municipalities of similar size and asked the Board for any questions or comments
  - ii. Rick DeHeer believes that the Borough fee schedule is simpler than the other municipalities
    - 1. He asked if the revenue received from the fees covers the costs
      - a. Board Attorney Kaczynski agreed to ask the Mayor and Council
    - 2. He then inquired if there is a charge per meeting should a hearing take place over several meetings
      - a. Board Attorney Kaczynski answered that the Borough charges one administrative application fee without a limit on the number of meetings
      - b. She added that the Board professional fees come from the application escrow
      - c. She agreed to review adding a fee should a hearing taking place over two or more meetings
  - iii. Derek Eisenberg asked if the subdivision fee covers the cost of updating the Borough tax map
    - 1. Board Engineer Polyniak responded that the Board may want to consider adding a fee for the tax map update since the Borough now covers this cost
    - 2. Board Attorney Kaczynski offered to find out the cost associated with updating the tax map so that it can be added to the Board fee schedule
  - iv. Board Attorney Kaczynski recommended that she write a letter to the Mayor and Council a letter summarizing the Board fee schedule discussion

## **New Business**

1. Cancellation of 8/3/23 & 8/24/23 meetings
  - a. Board Attorney Kaczynski has a conflict with both August meetings
    - i. She suggested that Patrick McNamara could cover for her at those meetings if a hearing was scheduled
    - ii. She asked the Board to review their schedules and make a determination at the next meeting on 6/22/23 whether or not to cancel the two August meetings
2. Member attendance at the 6/22/23 and 7/6/23 meetings
  - a. Board Recording Secretary Tara Grunstra explained that there are two hearings scheduled for the 6/22/23 meeting; Kine Buds Maywood 113 East Passaic Street (site plan) and Hackensack Meridian Ambulatory Care, Inc. 65 West Hunter Avenue (use variance)
  - b. Chairperson Panny, Vice Chairperson Klymenko, Harry Hillenius, Douglas Herrick, Thomas Anzevino and Rick DeHeer are available
    - i. Derek Eisenberg is not available
  - c. Board Engineer Polyniak is not available for the 7/6/23 meeting
    - i. He is concerned that should the Hackensack Meridian Ambulatory Care, Inc. hearing not finish at the 6/22/23 meeting, a different engineer from his office would cover for him but the Board may prefer to have one engineer consistently at the hearing

## **Open Meeting to the Public**

### **Adjournment**

A motion to adjourn the meeting was made by Harry Hillenius. Rick DeHeer seconded the motion. All eligible members present voted in favor of the motion. The meeting was adjourned at 7:56pm.

Respectfully submitted,

Tara Grunstra  
Planning Board Recording Secretary